



SCOPE OF SERVICES REQUIRED

The International Rescue Committee Sweden, hereinafter referred to as “RESCUE”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict.

RESCUE was established in Sweden in 2019 and work with fundraising, communication and advocacy to support the organization's work around the world.

RESCUE Sweden is looking to procure a partner for printing and distribution of letters, brochures and other printed materials.

Period of Performance

We are looking to sign a framework agreement for a period of two years with the possible prolongation of an additional two years.

Work Requirements

Each product will be specified in a scope of work document followed by an offer from the printer. Products that might be part of this agreement is e.g:

- Printing of letters and tax deduction receipts.
- Production of tax deduction receipts with distribution through Kivra.
- Printing of brochures.
- Printing of post cards.
- Printing of envelopes.
- Printing of other branded products.
- Production of roll-ups.
- Distribution of letters and tax deduction receipts including selection of most cost-effective distribution method.
- Other products/services specified in individual SOWs.
- Consultative services and support on questions related to selecting the most effective means of communication upon request.
- Keeping stock of brochures and other printed materials that are distributed to donors over time.



Acceptance Criteria

Evaluation criteria
Ability to produce and deliver on all potential project needs described above. Flexibility to produce different volumes as well as individually adapted material.
Documented knowledge about fundraising specific needs such as tax deduction requirements.
Documented knowledge about distribution of printed materials and working relationships with different channels (21 gram, Postnord, Morgonposten etc)
Documented experience and working relationship with Kivra.
Availability and flexibility, including preparedness for rapid processes if needed for emergency fundraising and availability during year-end and summer seasons.
Documented evidence of current certifications demonstrating compliance with recognized standards for quality management and color process control (eg. ISO, CGP).
Price. In your offer, please specify price for the following products to allow comparison: <ol style="list-style-type: none">1. Tax deduction letter, volume 10 000 including envelope and letter A4, printed on both sides including personal data as variables.2. Printing of brochures, volume 10 000, A3, six pages folded.3. Printing of postcards, volume: 100 and 12 000.

Acceptance Criteria's for each product will be defined in the individual SOW for each product.

Other Requirements

Please specify your work with sustainability in production and relevant standards.